

# INTERNSHIP OPENING

Development/Outreach Division

Zurich Office

January 2018 – June 2018

Apply by November 22, 2017

HUMAN  
RIGHTS  
WATCH

**Internship Description:** The Development/Outreach Department of Human Rights Watch (“HRW”) is seeking an intern for its Zurich office. Ideally, the candidate will be available part-time for approximately 16 hours a week starting in mid-January 2018 until June 2018 (hours are flexible).

The intern will gain knowledge of the organization’s priority human rights issues and will receive training on fundraising, event management, and information tracking skills. In order to provide a valuable and well-rounded internship experience, interns have the opportunity to attend lectures, trainings and special events relating to human rights.

This internship is unpaid. Interns may be reimbursed for their lunch and local transportation costs as pre-approved by HRW and in accordance with HRW policy. Students are often able to arrange academic credit, as HRW internships often offer direct exposure to the workings of an international human rights organization, close supervision by HRW staff, and opportunities to attend lectures, trainings, and special events relating to human rights. Students should check with their individual academic institutions for requirements.

**Responsibilities:** The internship will primarily focus on event planning for the Zurich Annual Dinner in March 2018, a large international conference of Human Rights Watch supporters in June 2018, and various smaller events through early summer 2018. The intern will build skills in conducting foundation research, drafting general correspondence, and using databases. Other projects may be assigned as they arise and match the intern's interests and abilities.

**Qualifications:** Applicants should be detail-oriented, well-organized, self-motivated, and reliable with an interest in international human rights. Strong written and oral communication skills in German and English are required. Internet research skills and familiarity with MS Office programs, such as Word and Excel, are essential. Database experience and familiarity with Raiser's Edge are desirable. Applicants must be legally authorized to intern in Switzerland.

**How to Apply:** Please apply immediately by visiting our online job portal at: <https://careers.hrw.org/opportunities/show/?jobid=1517> (no calls or email inquiries, please). The application deadline is November 22, 2017. Only complete applications will be reviewed. Due to the large number of applications, only shortlisted candidates will be contacted further.

*Human Rights Watch is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool.*

**Human Rights Watch** is an international human rights monitoring and advocacy organization known for its in-depth investigations, its incisive and timely reporting, its innovative and high-profile advocacy campaigns, and its success in changing the human rights-related policies and practices of influential governments and international institutions.